

EFFECTIVE

April 1, 2012.

Subject(s)

1. Voter registration
2. Unlicensed providers.
3. SSI advocate information and repay agreements.
4. Vehicle asset.
5. Social Security numbers.
6. Medicaid Glossary.
7. Miscellaneous.

**1) VOTER
REGISTRATION****All Programs****BAM 125, Voter Registration Services**

Individuals must be offered the opportunity to register to vote at :

- Application
- Redetermination
- Address change
- Upon request

Offer the opportunity whenever in-person contact is made with an individual, if in-person contact is not made then mail an NSP-938B.

Voter registration applications must be available in the office at all times. Each office must identify a voter registration coordinator and a backup coordinator.

Reason: Federal and State mandate.

Communication Plan: Training by OTSD.

**2) UNLICENSED
PROVIDERS****Child Development & Care****BEM 704**

Service begin dates for unlicensed providers.

Procedure to follow when a provider has a closure reason that prevents a new enrollment segment has been added to policy.

Procedure to follow when a provider's service begin date needs to be modified has been added to policy.

Procedure to follow when a provider is denied as a result of a background clearance match on a parent living in the provider's household.

Reason: Program integrity.

Communication Plan: Revise Publication 141, Child Development and Care (CDC) Unlicensed Provider Enrollment Process.

3) SSI ADVOCATE INFORMATION AND REPAY AGREEMENTS

State-Funded FIP and SDA Only

BEM 271, SSI Referral, Application, Denial and Appeal

Advocate contact information and coverage areas have been updated.

Reason: New advocates and redefined coverage areas.

BEM 272, State-Funded FIP and SDA Repay Agreements

State-funded FIP has been added to this item. DHS requires repayment agreements for individuals who received State-funded FIP. DHS receives recoveries for a retroactive time frame when SSI benefits are subsequently approved for the same period.

Reason: State law.

4) VEHICLE ASSET

FAP

BEM 400

The only acceptable verification source for unlicensed vehicles driven by tribal members on Native American reservations is the Secretary of State clearance. This clearance must be done by a local office. Do not require a client to provide this information.

Reason: Clarification.

Communication Plan: What's New.

5) SOCIAL SECURITY NUMBERS

FAP

BEM 223

Clients are excused from providing and obtaining a Social Security number based on their religious beliefs. If a Social Security number already exists, it may be used.

Reason: Food and Nutrition Service clarification.

Communication Plan: What's New.

5) GLOSSARY

Medicaid

Arm's Length Transaction

Definition of arm's length transaction was added to help workers determine whether fair market value was received for a resource.

Reason: Recent court decisions.

Fair Market Value

Clarified the definition of Fair Market Value when determining the amount of divestment.

Reason: Broader definition is based on recent court decisions.

Homestead Update

Definition of Homestead to eliminate more than one domicile on the property from the homestead exclusion.

Reason: Abuse of homestead exemption becoming widespread.

Resource

Definition of resource was added to the glossary.

Reason: Ease of use for workers.

6) Miscellaneous**All Programs****BAM 435 and BAM 500****Provider
Managment
Payments**

Provider Management Payments Unit address has changed.

Financial Services, Accounting Division
Provider Management Payments Unit
Suite 1001, Grand Tower Building
235 S. Grand Ave
Lansing, MI 48933
Fax (517) 241-7508

**Healthy Kids
Dental****Medicaid****BAM 402: MA/AMP Benefits****Healthy Kids Dental**

Enrollment in Healthy Kids Dental is automatic based on the recipient's county of residence and age. Recipients do not choose a plan. Four counties were added to the Healthy Kids Dental availability.

**Disqualified
Persons****FAP****BEM 212, Food Assistance Program Group Composition**

Added terminology that a disqualified person is one who is ineligible for FAP because the person refuses or fails to cooperate in meeting an eligibility factor.

Individuals are now disqualified for drug-related felony, 2nd offense; see BEM 203.

New Hires**FIP, SDA, CDC, MA, AMP and FAP****BAM 807, New Hires**

Failure to Provide Earned Income

If verifications are not returned by the 10th day, the case will close for a minimum of 30 days after appropriate actions are taken in Bridges, unless client returns verifications.

All Programs**BAM 115, 402 and BEM 402, 405, 500, 546, 703**

Miscellaneous grammatical changes.

BEM 118, 600, 660

The fax number for the State SSI Payment Unit has been updated.

BAM 807, New Hires

Verifications for new hires are to be returned within ten days.

Reason: Corrections.

CDC**BAM 600, Hearings**

Address information for CDC hearing reconsideration requests has been added to policy.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Changed Items (content changes) ...**

**BAM 115
BAM 125
BAM 402
BAM 435
BAM 500
BAM 600
BAM 807
BEM 118
BEM 212
BEM 223
BEM 271
BEM 272
BEM 400
BEM 402
BEM 405
BEM 500
BEM 546
BEM 660
BEM 703
BEM 704
BPG GLOSSARY**